

APPENDIX 1
REQUIREMENTS

REQUIREMENT				SOURCE	PAGE REF IN PROPOSAL	COMMENTS
CHAPTER 1: INTAKE MANAGEMENT						
A. INTAKE						
<i>1. Record contact/referral.</i>						
1	Record, date and maintain information related to the referral for service.			Federal		
2	Record, date and maintain information related to incidents (allegations of abuse or neglect).			Federal		
3	Record and date, date and store information related to the method of referral.			Federal		
4	Record, date and maintain multiple reports of the same incident, including information on the source of the report. Record, date and maintain the source of each report and link the multiple reports to each other			Federal		
5	Record, date and maintain information related to non-incident requests for service.			Federal		
6	Record and date, date and store information regarding the type of maltreatment.			Federal		
7	Record, date and maintain information regarding the type and reason for referral.			Federal		
8	Record, date and maintain the location of each child in the referral.			Federal		
9	Prompt for AFCARS- and NCANDS-required data elements that may be available at intake.			State		
10	Provide authorized users on-line inquiry of data.			State		
11	Record and date each child's school district.			State		
12	Determine the DYFS district office.			State		
	13 Provide for recording of each allegation reported, including the perpetrator, victim, and the nature of the abuse.			State		

In the column provided, please reference the page number in your proposal that addresses each requirement.

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14	Accommodate input of free-form narrative for the purpose of describing the nature of the initial contact or referral incident.	State		
15	Provide 24x7 system availability for intake, in the DYFS office or remotely.	State		
16	Accept reports or requests by telephone, fax, mail, e-mail, and in person.	State		
17	Accept reports or requests at local district offices, central Institutional Abuse Investigation Unit, or the OCAC statewide 24 hour hotline.	State		
18	Provide capability to analyze the volume and disposition of intake calls by relevant factors such as zip code, unit, worker, supervisor, etc.	State		
<i>OCAC/SPRU (Office of Child Abuse Control, Special Response Unit)</i>				
19	The system must provide 24x7 availability for after hours screening and intake of calls concerning child abuse and neglect. The OCAC intake and screening process requires additional data fields not required by the district office process.	State		
20	The system must provide the ability for the OCAC screener, with appropriate supervisor approval, to electronically transmit the intake information to an after-hours SPRU worker for immediate response, or to the appropriate district office for next day response.	State		
21	The system must track which SPRU workers are on duty, and how they can be reached (home phone, cell phone, beeper, wireless PDA). This is currently referred to as the “beeper sheet”.	State		
22	The system must track “special instructions” that a daytime worker may leave, with supervisor approval, when a case is likely to need attention after hours. The system must perform an automatic search for special instructions during an OCAC intake.	State		

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23	The system must have mechanisms to detect if several calls are received on the same situation, to avoid dispatching more SPRU workers than required.	State		
24	The system must maintain a table currently referred to as the “red book” of home telephone numbers of district office and regional staff. The system must provide the ability to verify the identity of the requester (presumed OCAC or DYFS worker) through social security number or other personnel data.	State		
25	The system must track certain parolees/ probationers before and after release. OCAC receives parole information through fax or mail, and verifies if the person is known to DYFS, or is in the household of a DYFS care provider. If so, the appropriate DO/ARC or victims will be notified. DO may need to reevaluate the home and take appropriate actions. The system must provide the ability to link offender/parole information to a case, client, or provider.	State		
26	The system must track protective service alerts from other states, generally regarding a family which is wanted elsewhere for possible child abuse. The system should provide a mechanism to alert caseworkers of alerts. The ability to expunge protective service alerts is required.	State		
27	The system must provide the ability to document a “critical incident alert”. This is textual description generated by an OCAC worker and approved by an OCAC supervisor regarding an incident which Central Office must be made aware of, often due to anticipated media coverage. This will automatically alert appropriate DYFS staff in Central Office via a tickler or other notification when they log on to SACWIS.	State		
<i>2. Collect intake/referral information.</i>				

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28	Maintain a demographic record of information (register) on each involved individual, including roles and relationships of the individuals involved in the referral/allegation.	Federal		
29	Link the referral record to demographic records of the individuals involved in the referral through the person record of each individual included in the report.	Federal		
30	Link multiple individuals to a single family.	Federal		
31	Link individuals to one or more families and one or more cases.	Federal		
32	Link individuals to multiple allegations/referrals.	Federal		
33	Provide the ability to send reports to local prosecutor's offices on all serious allegations of abuse and neglect. Provide a tickler to send findings when reached.	State		
34	Lead the worker through the screening assessment.	State		
35	Record, date and maintain collateral contacts made by intake workers.	State		
36	Provide the ability to capture, track, and link teenage parents and their children in foster care.	State		
37	Maintain a record of all family relationships represented in a case, including multiple generations. Track family relationships across different cases.	State		
38	Provide the ability to expunge unfounded incidents and related identifying information as required by State law.	State		
39	Provide the ability to capture and maintain information from information-only referrals. (This includes screened-out reports).	State		
40	Provide the ability to accept referrals where the referrant, often a medical examiner or health care professional, is reporting a child death.	State		
<i>3. Search for prior history (person/incidents).</i>				
41	Search the SACWIS database to determine any prior case or	Federal		

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incident involvement between the individuals and DYFS.				
42	Provide a variety of user-defined search parameters.	Federal		
43	The system must provide the capability and requirement for a worker-initiated search for persons. The worker can choose combinations of name, birth date, SSN, address, and other identifying parameters.	State		
44	The system must allow searches based on address only, which is needed for parole checks.	State		
45	The system must provide an address normalization capability, which ensures that if the same address is entered several times with variations in the spelling and abbreviation conventions, the variations are standardized and the entries will match.	State		
46	The system must provide a Soundex-like capability for searching to find exact matches and close matches (“fuzzy matches”) of all search parameters.	State		
47	The system must provide an automatic search on each person, independent of the worker-initiated search. Both searches are required.	State		
48	The system must be designed to minimize duplicate entries of the same person, and offer a method of handling cases where a search found a match which the intake worker believes is likely, but which cannot be confirmed due to the incomplete data available at intake. The system must offer a method to merge, link, or cross-reference duplicate person entries which do occur.	State		

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49 The system may offer the following method to minimize duplicate entries of the same person. If an intake worker suspects but cannot confirm a match and therefore creates a new Unique Client Identifier (UCI, or person ID), the system may allow the worker to add a reference to one or more existing UCIs. References may be probable or certain. A probable match would result in research by a worker to prove and merge the match, or disprove the match and note the research so it is not repeated in future searches.	State		
50 The system must recall complete case data from archive when requested during a search.	State		
51 In addition to the search capability during intake, the system must provide a separate search capability, available at any stage of a case, which offers additional fields for matching which are not available during intake.	State		
52 The system must provide a mechanism to predict whether the search will require lengthy processing time, and process it in such a way that the user may continue other SACWIS work during the search.	State		
53 The system must store the identifiers used in the legacy SIS system: KC numbers (case number), associated member number, and case name, for individuals who entered the SACWIS database through the data conversion process. The system must allow multiple historical SIS identifiers per client, case, and family.	State		
54 Display a match list of individuals meeting the search parameters.	Federal		
55 Display all incident-related data, both current and historical, for each of the involved persons.	Federal		

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56 Store the information captured during the intake process while conducting the search for prior child welfare involvement during screening.	Federal		
57 Create an individual's record from the information collected during and after intake. Require entry of key identifying fields during creation of the person record.	Federal		
58 The system must maintain a history of names and aliases for individuals.	State		
59 Assign unique individual, referral, and case identifiers.	Federal		
60 Create a standard data exchange record of demographic data for interface purposes.	Federal		
61 Interface with other automated welfare systems to search for case involvement, including TANF (IV-A), Child Support (IV-D), and Medicaid (XIX).	Federal		
62 Maintain historical records of individuals with multiple allegations and referrals.	Federal		
63 The system must maintain a complete history of all allegations and referrals. Provide the ability to search for referrals by child, caretaker, perpetrator, collateral contact or service provider. Provide the ability to search for all allegations and findings in which an individual is named, and the associated referral. Display the search results.	State		
64 Record, date and maintain the different relationships of individuals with multiple referrals.	Federal		
65 The system must support a search for all cases in which an individual is involved, and display the case roles and family relationships for each case.	State		
66 The system must provide the ability to count reports on the same case or on unduplicated cases.	State		
67 The system must support search and display of reports by client,	State		

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case, family or reporter.			
<i>4. Record "information-only" requests.</i>			
68 Record, date and maintain "information-only" referral types and their disposition.	Federal Optional State Required		
69 Record, date and maintain other state defined referral requests.	Federal Optional State Required		
70 Allow the intake and caseworkers to search the DYFS Resource Directory to provide referrals for services outside DYFS.	State		
B. SCREENING			
<i>1. Evaluate intake information.</i>			
71 Record, date and maintain an initial safety and risk assessment (priority setting) based on information collected during intake, using New Jersey's automated structured decision making assessment tool. Cases can be "red flagged" for priority attention.	Federal		
72 Utilize look-up values for recording of the safety and risk assessment.	Federal		
73 Display the number of times each individual has been reported in the past.	Federal		
74 Record, date and maintain the name of the individual making the report.	Federal		
75 Maintain multiple safety and risk assessments for individuals.	Federal		
76 Record, date and maintain and maintain safety and risk assessment decisions.	Federal		
77 Ensure that confidential protective and adoption services information used for screening is only available to appropriate staff.	State		
78 Handle service requests related to court orders under the Family Crisis Act (14 day plans), Title 2A (care, custody and control), and the Interstate Compact on the Placement of Children.	State		

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<i>2. Record results of screening evaluation.</i>			
79 Record, date and maintain and maintain the screening determination.	Federal		
80 Generate alerts/actions items (ticklers) depending upon the results of the screening process.	Federal		
81 Link the results of the screening process to the referral.	Federal		
82 Initiate the process to open an investigation, if the situation requires this as per policy.	State		
<i>3. Establish case record.</i>			
83 Record, date and maintain and maintain information regarding persons in the case, including demographics and relationships, family structures, situational information, and determinations.	Federal		
84 Update open case records with new information.	Federal		
85 Reopen (reactivate) closed case records and associate relevant information from the new referral.	Federal		
86 Record, date and maintain and maintain a case record status value indicating open, closed, or closed pending supervisor approval, with an associated date. Provide the ability for a supervisor to approve or deny a request to open or close a case, and automate the action.	Federal		
87 Contain a case record service stage value to indicate the phase of the case.	Federal		
88 The system must use DYFS' chosen case naming convention.	State		
89 The system is to be a client-based system. A person has one unique client identifier, or UCI, which is assigned to all persons in the SACWIS database and is used consistently throughout the Department of Human Services. The same UCI may appear in multiple cases. A case has a unique case number and may have multiple clients, or UCIs.	State		

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90	Provide the capability to flag and protect access to certain categories of cases due to the level of confidentiality or special treatment aspects involved.	State		
91	Provide the capability to fax or electronically transmit intake information to the assigned worker at a field location such as a hospital or police station.	State		
<i>4. Assign case to worker.</i>				
92	Assist the supervisor to make appropriate worker assignments by providing information about worker status, including: current caseloads, availability, special skills or training (practice specialties in sexual abuse, substance abuse, languages, etc.)	Federal		
93	Record, date and maintain and maintain the assignment of the caseworker.	Federal		
94	Record, date and maintain changes in worker assignment for individual cases or for a worker's entire caseload.	Federal		
95	Link the worker assignment to the child/children, family, and referral records.	Federal		
96	Alert worker of new assignment.	Federal		
97	Provide the ability to query by caseload and assign/transfer cases accordingly.	State		
98	Record, date and maintain information affecting worker safety, such as animals, disease, weapons, or violent propensities of individuals. The caseworker must be alerted when a case presents a safety risk. The alert must be activated whenever a case is accessed online.	State		
<i>5. Refer for investigation and/or services.</i>				
99	Support the assignment of the case to the appropriate unit within the child welfare agency, including investigation and service assessment.	Federal		
100	Update the service stage record.	Federal		

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101 Link the service stage with the involved individual's records and the family record.	Federal		
102 Integrate the service stage assignment with the worker assignment.	Federal		
103 Generate required notices to law enforcement.	State		
104 If the report is related to a child in placement, the system must electronically alert the Institutional Abuse Investigation Unit, the Regional Foster Care Unit and the Bureau of Licensing.	State		
105 When appropriate, the system must generate alerts to the Deputy Attorney General.	State		
106 For referrals, allow the intake worker to search the DYFS Resource Directory.	State		
C. INVESTIGATION			
<i>1. Collect and record investigation information.</i>			
107 Record, date and maintain those activities associated with the conduct of the investigation, including required contacts, collateral contact, attempted contacts, and associated time frames. The type of referral dictates the timeframe for contact.	Federal Optional State Required		
108 Record the dates of all activities related to the investigation.	Federal Optional State Required		
109 Generate alerts/action items (ticklers) in response to user-definable parameters.	Federal Optional State Required		
110 Record, date and maintain a contact record with data related to the following: individuals who were contacted; individuals with whom contact was attempted; the time of the contact or attempt; and the duration, purpose, location, method of contact (e.g., telephone, in-person) and type of contact. Support entry of free-form text.	Federal Optional State Required		
111 The system must have a separate AFCARS screen which displays all AFCARS-required data elements for a client.	State		

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112 The system must have a separate NCANDS screen which displays all NCANDS-required data elements for a client.	State		
113 The system must have a separate ASFA screen which displays all ASFA-related information and timeframes for a client.	State		
114 The system must have a separate Title IV-E screen which displays all Title IV-E related information for a client.	State		
<i>2. Record investigation decision.</i>			
115 Record and date the decision(s) of the investigation process, including the supervisor approval/disapproval and dates. Indicate disposition category.	Federal		
116 Link the investigation decision to the individuals' records and the incident record.	Federal		
117 Allow for user-definable values and narrative for investigation results.	Federal		
118 Record and date the date/time the investigation began and was concluded.	Federal		
119 Generate mandatory notices to all appropriate parties.	Federal		
120 Record and date a case opening as either a family problem or a protective service case.	State		
121 Record and date the determination of substantiated, not substantiated, or unfounded for each allegation and for the investigation as a whole.	State		
122 The system will support expunction procedures.	State		
<i>3. Generate documents regarding investigation.</i>			
123 Produce ticklers/action notices to notify the worker and supervisor of upcoming, due or overdue activities.	Federal		
124 Generate such standard documents, forms, notices, and reports as templates, notices to law enforcement, notices to courts, and notifications to principals of the case as per state rules.	Federal		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
125 Generate supervisory reports to manage the intake function and ensure that required activities are completed and mandatory time frames are being met.	Federal		
126 Produce documents, forms, notices, and reports as scheduled or as needed.	Federal		
127 Documents also include case plans, release of information forms, parents' handbooks, placement agreements, medical reports, financial information, notices of foster/adoptive home investigations or institutional abuse/neglect investigations.	State		
128 Documents may be printed, available online, faxed, or transmitted electronically, as directed by the user.	State		
D. ASSESSMENT			
<i>1. Determine and record risk assessment.</i>			
129 Record, date and maintain data necessary to conduct an assessment process.	Federal		
130 Record, date and maintain data that assists the worker in making a determination of the level of risk to the child/children in a report of abuse or neglect.	Federal		
131 Record and date the information in mandated data fields with user defined values and by the entry of free-form text.	Federal		
132 Record, date and process information necessary for an assessment of service needs.	Federal		
<i>2. Perform risk assessment.</i>			
133 Eliminate duplicate data entry of information necessary to the development of a safety profile and all automated assessments.	Federal Optional State Required		
134 Maintain the information necessary for the determination of risk.	Federal Optional State Required		
135 Link the appropriate individual's record to the assessment for services.	Federal Optional State Required		

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136 The system will incorporate automated assessments, which will appear at the appropriate stage in the handling of each case. The assessments will be designed by the DYFS SDM Steering Committee. Each assessment is a series of questions to which the worker must respond before moving to the next stage. The questions which are asked will vary according to the responses on previous questions and information already supplied such as birth date. A recommendation is then generated. There will be a process or mechanism for a worker to request an override of a recommendation. The system will help enforce the final decision by blocking functions inconsistent with the decision. The system will record previously completed assessments for the individual or case and provide the ability to easily view the change over time.	State		
137 The system must provide the ability to modify or replace an assessment. The system must provide the ability to activate or deactivate an assessment for all SACWIS users.	State		
<i>3. Collect and record special needs/problems.</i>			
138 Record, date and maintain information related to client characteristics/special needs for individual children and caretakers. Include behavioral, emotional, physical, medical, and environmental factors impacting service needs consistent with AFCARS and NCANDS definitions.	Federal		
139 Link all special needs data collected during the assessment with the appropriate individual's demographic record.	Federal		
140 Track assessments over time.	Federal		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
141 Populate special needs data from the person record into the automated assessments where relevant. Populate special needs data collected during assessment into the person record.	State		
<i>4. Determine and record needed services</i>			
142 Display the information collected during intake, screening, investigation, and assessment functions.	Federal		
143 Record and date the special needs decisions in an assessment record.	Federal		
144 Identify the services needed and link determination of service need to the service stage field, the involved individual's record and the family record.	Federal		
145 Identify potential service providers to meet the identified needs.	Federal		
146 Record, date and maintain all referrals to service providers.	Federal		
147 Record, date and maintain the results of the referral, including the offering, partial offering or non-offering of the service by the provider, and acceptance, partial acceptance or non-acceptance of the service by the client, with the reasons given.	Federal		
148 Ensure that children meet the criteria for placement in a service, to select an appropriate yet least restrictive level of care.	State		
149 Generate necessary documents to obtain services, including Medicaid ID card.	State		
<i>5. Record client contacts.</i>			
150 Record and date actual and attempted contacts.	Federal Optional State Required		
151 Record and date those activities associated with the conduct of an assessment including: required contacts, collateral contacts, attempted contacts, and associated time frames.	Federal Optional State Required		

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152 Record, date and maintain a contact record with data related to the following: individuals who were contacted; individuals with whom contact was attempted; the time of the contact or attempt; and the duration, purpose, location, and type of contact. Support entry of free form text.	Federal Optional State Required		
153 Maintain the time and date of each contact.	Federal Optional State Required		
154 Link the contact to the individual's record.	Federal Optional State Required		
<i>6. Prepare and record referrals to other agencies.</i>			
155 Record and date all recommended services identified during the assessment process.	Federal Optional State Required		
156 Identify needs for which resources are not available.	Federal Optional State Required		
157 Interface to the DYFS Resource Directory, which lists the services available from each service provider.	State		
158 Search the DYFS Resource Directory based on user-defined parameters such as zip code or county, service type, special capabilities, and number of vacancies.	Federal Optional State Required		
159 Display a match list of available providers.	Federal Optional State Required		
160 Record and date the referral to a service.	Federal Optional State Required		
161 Link the referral to involved individual's record, the case record, and the service provider record.	Federal Optional State Required		
162 Record, date and maintain the outcome of all referrals.	Federal Optional State Required		
163 Electronically send information to selected providers on the services needed and on the individuals who need the services.	State		
<i>7. Collect and record further case information.</i>			

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
164 Collect medical, educational and child well being information consistent with Federal ASFA and other reporting requirements.	Federal Optional State Required		
<i>8. Generate documents, notices and reports based on the assessment.</i>			
165 Generate documents, notices, and reports to document the decisions made during and at the end of the assessment/investigation (i.e., intake) process.	Federal		
166 Produce documents/forms/notices/reports on schedule, on request, or when triggered by another activity.	Federal		
167 Generate such standard documents, forms, notices, and reports as user-defined templates, notices to law enforcement, notices to the court system, and notifications to the principals of the case.	Federal		
168 Produce reports and notifications on child deaths, near fatalities and other critical incidents.	State		
CHAPTER 2: ELIGIBILITY			
A. INITIAL ELIGIBILITY DETERMINATION			
<i>1. Determine Title IV-E eligibility.</i>			
169 Prompt the specific eligibility worker of those children for whom an initial eligibility determination is due.	Federal		
170 Assist in the eligibility determination process by interfacing with the State's automated IV-A system.	Federal		
171 Update the child's record with all known information relating to the child's IV-A status.	Federal		
172 Produce ticklers/action notices to ensure the timely completion of initial determination.	Federal		
173 Display missing eligibility determination data.	Federal		
174 Capture the data in mandated fields.	Federal		
175 Record and date the decision of the eligibility determination using eligibility rules contained in the system..	Federal		
176 Produce a document at the end of the determination process to serve as documentation of the determination.	Federal		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
177 Accommodate the policy requirements/policy changes for determining eligibility.	State		
178 Capture and store policy requirement information to assist with the determination of eligibility.	State		
179 Capture and maintain parental income information, including type and amount, through interview or interfaces with other systems.	State		
180 Provide the capability to automatically discontinue foster care eligibility when the worker records that the child leaves an approved facility and returns home.	State		
<i>2. Verify eligibility for other programs such as Title XIX (Medicaid) and Title IV-D.</i>			
181 Record, date and maintain eligibility determinations as the result of an interface with other automated systems.	Federal		
182 Verify SSI and SSA eligibility.	State		
183 Verify the most favorable revenue source when a child is both IV-E and SSI eligible.	State		
184 Verify Title IV-D CSP (child support) eligibility.	State		
185 Verify Title XIX (Medicaid) eligibility.	State		
<i>3. Record authorization decisions.</i>			
186 Record and date the results of the IV-E program eligibility determination process and effective dates.	Federal		
187 Record and date IV-E reimbursability and effective dates.	Federal		
188 Display IV-E reimbursability with automated review of the placement record.	Federal		
189 Display all eligibility information for inquiry and worker support purposes.	Federal		
<i>4. Generate documents related to eligibility determination.</i>			
190 Produce a form, upon request, displaying all known IV-E eligibility data.	Federal		

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191 Produce a hard-copy form for use as physical documentation of the initial eligibility process.	Federal		
192 Produce and electronically transmit on-line facsimile SSI and SSA applications.	State		
193 Extract eligible expenditure data from payment history files for IV-E eligible clients and produce quarterly claiming reports.	State		
B. CHANGES IN ELIGIBILITY			
<i>1. Redeterminations</i>			
194 Alert/notify the worker of those children for whom a change in situation may require an eligibility and/or reimbursability redetermination.	Federal		
195 Generate ticklers to signal workers for children whose eligibility redetermination is overdue.	Federal		
196 Record, date and maintain the results of the redetermination process.	Federal		
197 Interface with other systems when the child is no longer eligible for child welfare programs but remains eligible under other programs.	Federal		
198 Produce a hard copy at the end of the redetermination process to serve as physical documentation of the redetermination process.	Federal		
<i>2. Generate documents related to eligibility determination.</i>			
199 Record and date activities that affect eligibility status.	Federal		
200 Record and date the date the activity occurs.	Federal		
201 Display those children whose recorded eligibility status conflicts with current conditions.	Federal		
202 Produce reports listing children and conditions causing the status conflict.	Federal		
203 Maintain rules-based edits to identify the condition changes that may affect eligibility.	Federal		

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204 Produce ticklers to identify upcoming activities and time frames related to eligibility determination.	Federal		
CHAPTER 3: CASE MANAGEMENT			
A. CASE PLAN			
<i>1. Prepare and document case plan.</i>			
205 Merge the needs identified from the assessment process with the case plan process.	Federal		
206 Store the direct services and providers identified from the assessment process.	Federal		
207 Record and date the goals and objectives established for the case plan.	Federal		
208 Record and date the time frames associated with each service to meet the goal.	Federal		
209 Record and date goal outcomes.	Federal		
210 Record the dates of the case plan activities completed.	Federal		
211 Record and date the activities associated with the development of the case plan.	Federal		
212 Incorporate individual case plans into a family case plan. Record and date goals, activities, services and outcomes in the case plan. Specify the individual to which each applies.	Federal		
213 Record the dates of the services provided.	Federal		
214 Record and date the services provided.	Federal		
215 Record and date tasks, goals, progress, and desired outcome for case participants and caseworker. Indicate if the case service plan includes adoption, family preservation, foster care, legal guardianship, reunification, independent living, or interstate compact process. Permit setting of multiple goals to permit concurrent planning.	State		
216 Identify and track safety issues and risk indicators and relate these indicators to the case plan process.	State		

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217 Allow two concurrent permanency plans for clients.	State		
218 Notify worker when child is approaching and attains milestone ages, including 18.	State		
219 Record, date and track meetings and contacts for sharing the case plan, including contact name, relationship, date of contact, and outcome. Support notifying all appropriate individuals of case plan staff meetings, including date, time, location, and subject. Provide the ability to enter free form text to record the outcome, decisions, next steps, and differing opinions.	State		
220 Support the creation of a new case plan by copying the current case plan and providing the ability to make changes. Support forwarding data identified in previous assessments and case plans to the current case plan in development. Maintain a historical record of case plans and assessments.	State		
<i>2. Identify and match services to meet client's case plan needs.</i>			
221 Interface to the statewide resource directory.	State		
222 Search the service resource database for services capable of meeting the needs identified during the assessment processes.	Federal Optional State Required		
223 Provide a variety of user-defined search parameters.	Federal Optional State Required		
224 Provide optional search capabilities for services provided by other agencies to meet needs identified during the assessment process.	Federal Optional State Required		
225 Record and date any referrals generated by the service resource search.	Federal Optional State Required		
226 Link the selected services to the child's record by identifying the child requiring services in the service need record.	Federal Optional State Required		
227 Link the selected services to the case record.	Federal Optional State Required		
<i>3. Record contact with and acquisition of needed resources/services.</i>			

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228 Record and date the services identified and supervisory approval for service.	Federal Optional State Required		
229 Record and date outcomes of referrals, including the reason for refusal.	Federal Optional State Required		
230 Record and date contacts with internal or external service providers.	Federal Optional State Required		
231 Record and date dates of contacts with each service provider.	Federal Optional State Required		
232 Display all individuals/families referred to each service provider.	Federal Optional State Required		
233 Display all service provider referrals for each individual/family.	Federal Optional State Required		
234 Record and date any referrals in the service provider's record.	Federal Optional State Required		
235 Record and date the date of any referral to another service provider.	Federal Optional State Required		
236 Record and date contact information including: provider contacted, type of service, date of contact, and free-form narrative.	State		
237 Record and date referral information, including provider, date of referral, purpose of referral, and free-form narrative.	State		
238 The system must accommodate providers and services for which no payment is required.	State		
239 The system must ensure that the provider and the service are in the directory before the service can begin.	State		
240 The system must record the day care services and referral information, including the interface to DFD to process payments. The system must inform DFD/UCCA (Unified Child Care Agency) of new day care services provided, changes, and terminations. The system must provide ticklers to the caseworker	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
when the service should be renewed, and whenever the child's placement changes.			
241 The system must record contract day care services and voucher day care services, and guide the worker to provide the appropriate referral information for either type, including the interface to DFD to process payments. The system should inform DFD/CTR unit of new day care services provided, changes, and terminations.	State		
<i>4. Track and update case plan.</i>			
242 Record and date the activities associated with service provision in the case plan.	Federal		
243 Record the dates of the activities.	Federal		
244 Record, date and maintain service plan revisions and dates.	Federal		
245 Link the activities with the appropriate individual's record.	Federal		
246 Link the activities with the service provider record.	Federal		
247 Track the case plan history.	State		
248 Maintain data for recording the reasons for closure of cases.	State		
249 Automatically generate all Interstate Child Placement Compact referrals and reports for children needing out-of-state placement.	State		
250 Automatically generate notices to parents, attorneys, Child Placement Review Boards (CPRB) and appropriate parties whenever the child's out-of-home placement changes.	State		
251 Maintain data on removal of children from foster homes and reason for removal.	State		
252 Provide an editable case summary for Child Placement Review meetings, referral packages, and other outside communications.	State		
<i>5. Match client to placement alternatives</i>			

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
253 Maintain a placement resource database as part of the resource directory or as part of the statewide resource directory.	Federal Optional State Required		
254 Search for appropriate placements.	Federal Optional State Required		
255 Match level of care required with the level of care provided in the placement resource record.	Federal Optional State Required		
256 Match individual demographics with acceptable demographics in the placement resource record.	Federal Optional State Required		
257 Display a match list of available placement alternatives meeting the demographic and level-of-care requirements.	Federal Optional State Required		
258 Record and date the selection of the most appropriate placement from the listing.	Federal Optional State Required		
259 Link the selected resource to the child's record.	Federal Optional State Required		
260 Display a census of all children currently placed in the resource.	Federal Optional State Required		
261 Display a history of all children placed, but no longer residing, in the resource and the reason for removal.	Federal Optional State Required		
262 Maintain a current inventory of available placement slots in each resource by number and licensing limitations.	Federal Optional State Required		
263 Display characteristics of all children currently placed in the resource to permit identification of characteristics, which are incompatible with the proposed placement.	State		
264 The system must provide the ability for a caseworker to complete an online Foster Home Placement Request, which is routed to the caseworker's supervisor for approval, then to the foster home placement facilitator. The request contains child demographics, child characteristics, home characteristics, and date needed.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
265 The system must automatically search for a foster home match or adoptive home match using criteria including number of openings in the home, number of openings needed, child age, child characteristics , the requesting region, and home location information such as zip code or municipality to assist in keeping the child in the same school or school district. The system must not screen, search, or select a foster/adoptive home on the basis of race, color, or national origin. The system must identify homes which match all criteria as 100% match. The system must provide a method of identifying near-match homes. It is not acceptable for the facilitator to exhaustively try various combinations of the criteria to find a near-match home.	State		
266 The system must provide the ability for a facilitator to search for openings in homes where the child was previously placed, or where siblings are in placement, or where siblings have been adopted. Allow such homes to be excluded if the provider requests.	State		
267 The system must provide the ability to document the search efforts of a facilitator, for presentation to the court to explain how a home was chosen.	State		
268 The system must track occurrences of a home refusing a placement which fully matches its documented preferences. The system must provide standard reasons for a foster home refusing a placement. This data must be usable for statistical reporting.	State		
269 The system must provide the ability for a facilitator to note that an opening in a home is being strongly considered for a particular child, or that a placement is scheduled to start at a specified future date. The system will permit the facilitator to specify the date the note was created, and the date it should be deleted.	State		
270 The system must record when a foster home declines placement of a particular child, so that the same request is not made again.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
271 The system must provide the ability for a facilitator to note in a foster home record that a sibling of a child in the home should be considered for future openings.	State		
272 The system must enforce the maximum of 5 placements per foster home, but allow exceptions with special approval.	State		
273 The system must support temporary placements.	State		
274 The system must track foster home suspensions and prevent new placements in suspended homes.	State		
275 The system must facilitate reunification of siblings groups in which the children have been separated in placement.	State		
276 The system must facilitate the return of children who have been placed out-of-county to in-county placement, and the return of children to a specific municipality.	State		
277 The system must track the training scheduled and/or attended for prospective foster and adoptive parents, including dates, locations, and class capacity.	State		
278 The system must track the in-service training for ongoing foster parents.	State		
279 The system must interface with the Foster and Adoptive Family Services to receive a list of prospective foster and adoptive parents, and planned orientation and training dates. This is a new interface.	State		
280 The system must support services to foster homes (as opposed to services to clients). Examples of services include the mandatory “friendly visitor” upon the first placement in a home, behavioral services when a child in the home is beginning his/her second placement, daycare services for working foster parents, and respite services.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
281 The system must support special categories of foster homes, including but not limited to emergency (2 week placement) homes, SHSP (Special Home Service Provider) homes, Approved Relative Caregiver homes, homes for SPRU (after-hours) placements, homes which have agreed not to decline new placements with certain criteria, and contracted care agencies and homes.	State		
282 The system must provide the ability to generate mailings to all foster homes, certain types of foster homes, or foster homes in certain locations or counties.	State		
283 The system must support categories of foster homes which receive special rates, and record the reason.	State		
284 The system must support categories of children for whom foster homes receive special rates, and record the reason.	State		
285 The system must automatically notify the requesting caseworker and supervisor when a placement is found by the facilitator, and must send related information.	State		
286 The system must notify the facilitator if the caseworker does not record that the planned placement has occurred in the specified time period.	State		
287 The system must allow foster home facilitators to complete contact sheets for foster homes or children, and notify the appropriate caseworker(s) of the contact. The system must allow caseworkers to complete contact sheets for foster homes or children, and notify the appropriate foster home worker(s) of the contact.	State		
288 The system must provide the ability to record comments/concerns regarding a foster home, including safety assessments and home studies..	State		
289 The system must support OCAC/SPRU workers in finding homes after hours.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
<i>Process adoptions.</i>			
290 The system must track the steps required to make a case “TPR ready” before the case can be transferred from ongoing casework and accepted by the Adoption Resource Center (ARC). This TPR Readiness checklist must be a separate screen. The system will automatically mark tasks as completed or not completed, with dates. Tasks that the system cannot assess will be marked by the caseworker or involved ARC transfer liaison. ARC transfer liaisons will be able to access this screen, change the status of tasks, add additional tasks for the district office, and record the next ARC conference date for the case.	State		
291 The system will provide a function to transfer the case from the district office to an ARC supervisor, who will then assign it to an ARC caseworker, with supervisor-assigned tasks. The transfer function will require that the case is TPR-ready.	State		
292 When a case is under supervision of an ARC, all of the activities of ongoing casework previously performed by the district office, such as minimum visitation requirements, must still occur. The system will record and track additional activities associated with an ARC case.	State		
293 The system will record and track the three-part “adoption assessment and child summary” document required for all ARC cases. Part A contains identifying information and placement information and will be system generated from data previously stored. Part B (the Child Summary or Child Biography) describes the child’s history, and which is shown to prospective adoptive parents. It is updated periodically, and only the current version is retained. Part C (Child’s Daily Routine) is written by the caseworker based on information provided by the foster parent. It is updated periodically, and only the current version is retained.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
294 The system will incorporate an Adoption Goal Assessment Form, which is a Word template in which a caseworker enters narrative to help determine the appropriate adoption goal. The form is sent to the supervisor for approval or modification. This is a prerequisite to a case being TPR-ready.	State		
295 The system must track which of the three possible adoption goals applies to each case. The goals are foster home adoption, selected home adoption, and undetermined. The system must support the different processes required by each adoption goal.	State		
296 The system must track months in placement as per ASFA regulations. The system must generate a tickler at 10 months that the case must be conferenced with an ARC. At 15 months, either a guardianship complaint or an ASFA waiver must be filed. The system must store the ASFA waiver and date.	State		
297 The system must track infants being processed for adoption under the Safe Haven Infant Protection Act, which provides a method to surrender unwanted newborns.	State		
298 The system must track parental visits and determine if no visits have occurred for six months, which may constitute abandonment and allow transfer to an ARC before 10 months.	State		
299 The system must track the combinations of conditions which would allow transfer to an ARC before ten months including previously terminated parental rights, signed surrenders, affidavit of inquiry on the birth father indicating he cannot be located, denial of paternity, unknown paternity, refusal to name paternity, and other conditions. The system must alert the caseworker when the combination of conditions allowing early transfer exists.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
300 The system must have a missing person search facility which will allow a worker to call up and prefill a letter from a Word template, select addressees from a table or enter an address, automatically print the letter(s) and envelopes, track when they are sent, and allow the worker to input the result, if any, of each letter. Commonly used in-state and out-of-state agencies, such as each state's Motor Vehicle agency, will be stored in a central table. Missing person searches are needed for processes such as TPR, placement, and child support. The system should generate reports to be used in court to document the search effort.	State		
301 The system must record all efforts to search for missing persons, with date sent, date of response, and response.	State		
302 The system will generate all court complaint and court review documents. The format must be centrally stored, with variations required by specific judges or municipalities.	State		
303 The system will generate the documents required for Child Placement Review Board hearings and permanency hearings. The format must be centrally stored, with variations as required.	State		
304 The system must track hearing dates and type of hearings (e.g., permanency, Order to Show Cause, case management, Pre-Trial, Trial), and outcomes (e.g., guardianship won/lost, appeal won/lost, child returned to family).	State		
305 The system will support New Jersey's mandated confidentiality to protect the privacy of adoption information.	State		
306 The system must record child placement disruptions which occur after the consent decree but before placement is finalized. The system must suspend payment of subsidy during a disruption.	State		
307 The system must record failed adoptions (dissolutions). The system must terminate payment of subsidy.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
308 The system must generate an annual letter to subsidized adoptive families and their schools regarding the continuation of the subsidy and Medicaid. The system must record the date sent, date returned, and results. The system must terminate payment of the subsidy when the child is 18 or over and has finished his education. The system must reduce the subsidy if the child is 18 or over and has not finished his education.	State		
<i>6. Generate documents for the case plan.</i>			
309 Generate ticklers to notify workers of case plan activities upcoming, due, or overdue.	Federal		
310 Generate standard documents, forms, notices, and reports in support of worker activities.	Federal		
311 Produce reports as scheduled, when triggered by other activities, or upon request	Federal		
312 Generate reports to support the supervisory/administrative processes.	Federal		
313 Generate user-defined reports as applicable.	Federal		
314 The system must provide the ability for caseworkers to generate an electronic request (or a facsimile of the request form) to the Bureau of Vital Statistics to obtain birth certificates and other documents. The request and the result must be recorded in the individual's record.	State		
315 The system must provide the ability for caseworkers to generate an electronic request to request a determination of whether a social security number has been assigned, or a facsimile of the form to request that an SSN be assigned. The request and the result must be recorded on the individual's record.	State		
<i>7. Request and record supervisory approval of plan.</i>			
316 Record and date the date the case plan was completed by the worker.	Federal Optional State Required		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
317 Generate alerts to the supervisor indicating the need for plan approval.	Federal Optional State Required		
318 Record and date supervisory approval of services and planned expenditure of funds.	State Required		
319 Generate reports regarding activities involving the case plan activities.	Federal Optional State Required		
320 Alert worker of supervisory approval.	Federal Optional State Required		
321 Record and date the supervisory approval of the plan.	Federal Optional State Required		
322 Record and date the date of supervisory approval of the plan.	Federal Optional State Required		
323 Record and date any other activities associated with the approval of the plan, including parental approval, court review, court amendments, etc.	Federal Optional State Required		
324 Provide a mechanism for the supervisor to amend the plan, assign additional tasks to the worker, or send comments to the worker.	State		
<i>8. Compute estimated and track actual costs of resources/services.</i>			
325 Record and date in the service provider records the estimated/actual/contractual cost of service provided.	Federal Optional State Required		
326 Record and date in mandated fields in the individual's record the estimated units of service to be provided.	Federal Optional State Required		
327 Record and date the actual service provided.	Federal Optional State Required		
328 Record the dates of service provided.	Federal Optional State Required		
329 Display the service provided for case management and monitoring purposes.	Federal Optional State Required		
330 Record and date information regarding service provision outside the case plan.	Federal Optional State Required		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
<i>9. Identify program outcome measures.</i>			
331 Record and date the outcome/goal developed for the case plan.	Federal Optional State Required		
332 Record and date those service provision activities completed toward the stated outcome.	Federal Optional State Required		
333 Record and date the evaluation of the services toward meeting the stated outcome.	Federal Optional State Required		
334 Link the services/activities to the individual's services record.	Federal Optional State Required		
335 Link the services/activities to the provider's services record.	Federal Optional State Required		
336 Display services/activities completed.	Federal Optional State Required		
337 Update the case plan when additional services are identified.	Federal Optional State Required		
338 Update the case plan when service is no longer needed.	Federal Optional State Required		
339 Provide flexibility to incorporate new outcome measures as they are defined by the State.	State		
340 Support tracking of data for child welfare goals and quality assurance indicators, including safety, permanency, and child well-being.	State		
B. CASE REVIEW			
<i>1. Generate ticklers to conduct case reviews.</i>			
341 Generate ticklers to advise workers of reviews which are upcoming, due or overdue.	Federal		
342 Produce ticklers based on time frames established in State policy.	Federal		
343 Allow for user-defined values for the ticklers.	Federal		
344 Record and date the review activities preceding the review itself.	Federal		
345 Record the dates of the review process activities.	Federal		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
346 Maintain a record of the activities during the review process.	Federal		
347 Display record of all activities involved in review process.	Federal		
<i>2. Conduct and record results of case review.</i>			
348 Record and date the occurrence of the case reviews.	Federal		
349 Record the dates of the reviews.	Federal		
350 Record and date the decisions made during the course of the reviews.	Federal		
351 Update the case plan to reflect any changes to the plan.	Federal		
352 Link the review to the individual/family record.	Federal		
353 Record and date the participants of the review.	Federal		
354 Maintain a historical record of all service plan revisions.	Federal		
355 Provide the capability to record the status of each element in the service plan, and maintain a historical record of the statuses.	State		
356 Provide the capability to record the progress toward each goal in the service plan, including expected completion, and maintain a historical record of the progress.	State		
<i>3. Note that there is no item 3 in AT 001.</i>			
<i>4. Generate documents pertaining to the case review .</i>			
357 Generate documents, forms, notices, and reports to support worker activities.	Federal		
358 Generate the information on schedule, on request or as triggered by an activity.	Federal		
359 Support the information needs for supervisory/management functions.	Federal		
360 Support the information needs for administrative functions.	Federal		
361 Generate user-defined reports.	Federal		
<i>5. Record collateral contacts</i>			
362 Record and date required contacts, collateral contacts, attempted contacts and time frames.	Federal Optional State Required		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
363 Record and date the individuals, date, time, duration, purpose, location, and type of contact.	Federal Optional State Required		
364 Record the dates of the collateral contacts and attempted contacts.	Federal Optional State Required		
365 Record and date the information collected during the course of the collateral contacts.	Federal Optional State Required		
366 Update the appropriate record with the new information.	Federal Optional State Required		
367 Provide the ability to enter textual description of the contact.	State		
368 Provide the ability to sort collateral contacts by date, date range, worker, case, contact name, purpose, or location.	State		
369 Allow for the recording of travel time.	State		
C. MONITOR CASE PLAN SERVICES			
<i>1. Track and record services.</i>			
370 Record, date and maintain the occurrence of each service provided.	Federal Optional State Required		
371 Record, date and maintain the date of each service provided.	Federal Optional State Required		
372 Record and date the time frame for each provision.	Federal Optional State Required		
373 Link the service provision to the appropriate individual's record.	Federal Optional State Required		
374 Monitor and track the length of time a family or child is served.	State		
375 Capture and maintain information on the types, duration, and frequency of services provided to the clients. As required by the SACWIS Assessment Review Guide, track services provided for cases in which the case plan includes adoption, family preservation, foster care, legal guardianship, reunification, independent living, or interstate compact process.	State		
376 Link services to goals.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
377 Capture obligations, or the cost of services planned for clients, within service types.	State		
378 Identify clients active under the Interstate Compact for the Placement of Children.	State		
379 Provide the ability to alter or by-pass certain case management requirements for clients who are active under the Interstate Compact.	State		
380 Track Boarder Baby length of stay in hospital and in placement.	State		
<i>2. Generate documents, notices, and reports pertaining to services.</i>			
381 Generate the documents, notices, and reports to facilitate service provision, including written referrals for service, notices to clients, and summaries of service activities.	Federal		
382 Generate the information on a schedule, on request, or as the result of an activity.	Federal		
383 Generate information that supports the supervisory/management functions.	Federal		
384 Generate information that supports the administrative functions.	Federal		
385 Generate user-defined reports.	Federal		
386 Generate documents and letters as required.	State		
387 Generate reports as required.	State		
CHAPTER 4: RESOURCE MANAGEMENT			
A. FACILITIES SUPPORT			
<i>1. Record and update provider information.</i>			
388 Maintain a service provider resource directory.	Federal		
389 Identify providers by type of resource.	Federal		
390 Identify providers by type of program and admissions information.	Federal		
391 Identify providers by type of service.	Federal		
392 Identify providers by level of service.	Federal		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
393 Record and date the licensing/certification status for those providers requiring licensure.	Federal		
394 Allow for the identification of providers by multiple services provided.	Federal		
395 Allow the provider to be identified by multiple resource types.	Federal		
396 Provide mandated fields for resource and service types and licensure status.	Federal		
397 Record, date and maintain geographical, organizational, and mailing information.	Federal		
398 Provide a merge facility to merge records of resources and providers in the SACWIS central resource directory.	State		
399 Capture and maintain information by facility related to complaints, violations, and allegations of abuse/neglect, and all investigation outcomes and findings, and produce aggregate profiles of this data.	State		
400 The system must handle multiple types of facilities, including foster homes, residential treatment facilities, children's group homes, children's shelters, adoption agencies, and family day care providers. The system must be flexible to handle other facility types as needed.	State		
401 The system must record daily and monthly rate information.	State		
402 The system must have the ability to list the DYFS children in each facility, for foster homes, residential treatment facilities, and group homes. This is captured as part of the case record.	State		
<i>Foster home and residential facility licensing</i>			
403 The system will track the licensing/certification of foster homes, adoptive homes, children's residential treatment facilities, children's group homes, children's shelters, and adoption agencies. The system will track the requirements for each facility type, and allow new facility types.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
404 The system will track the following for each facility: directory information, scheduling of visits, inspections, violations, corrective actions, investigations, complaints, etc.	State		
405 The system must include a perpetrator table and allow controlled lookups.	State		
406 The system must record information on CHRI fingerprint checks obtained via the CHRI/FIPS interface.	State		
407 The system must generate a standard letter to be sent to the NJ Department of Human Services staff responsible for fingerprints requesting a name check, to discover whether the person has fingerprints on file and to perform a criminal record check.	State		
408 The system must record the response date and result of fingerprint inquiries, including any criminal charges and information pertaining to charges which were waived.	State		
<i>2. Generate ticklers/action items on licensing status changes.</i>			
409 Notify caseworkers and Regional Foster Care Units of changes in provider licensure status.	Federal		
410 Track all children receiving services or are in placement resources.	Federal		
411 Generate ticklers as a result of user-defined activities that mandate administrative and/or case activities.	Federal		
<i>3. Generate reconciliation and evaluation reports pertaining to resources.</i>			
412 Generate ticklers/action notices to notify workers of resource-related activities upcoming, due, or overdue.	Federal		
413 Provide preformatted reports and document templates.	Federal		
414 Generate standard documents, forms, notices, and reports.	Federal		
415 Produce reports for use at the supervisory and managerial levels.	Federal		
416 Generate reports on the type and quantity of services delivered by providers to each client, including dates of service.	State		
417 Produce reports showing the services provided by DSS	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
providers.			
418 System will report license by type: foster care license, adoption license, or both.	State		
419 Notify the Bureau of Revenue Development (BRD) when the license of a IV-E or Title XIX JCAHO (Joint Commission on the Accreditation of Health Care Organizations) facility has expired, the facility has been voluntarily closed, or when the facility is involved in an adverse action. A list of children residing in the facility must be included on the notice.	State		
<i>4. Record and track provider training.</i>			
420 Record and date the training activities completed by the foster/adoptive parents.	Federal Optional State Required		
421 Record and date the level of training completed.	Federal Optional State Required		
422 Record the dates of training activities completed.	Federal Optional State Required		
423 Record and date the training needed, recommended courses, source of course (DYFS or other), course description, course start date, course end date, attendance or failure to attend, and completion.	State		
B. FOSTER/ADOPTIVE HOME SUPPORT			
<i>1. Maintain and update foster care and adoptive home information.</i>			
424 Maintain a placement resource database for foster and adoptive homes.	Federal		
425 Display each placement resource by type.	Federal		
426 Maintain a record of activities, dates, and staff involved in licensing, and approval of the homes, including background checks.	Federal		
427 Record and date decisions regarding licensure/approvals	Federal		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
428 Generate certificates of licensure/approval indicating effective and expiration dates.	Federal		
429 Record, date and maintain the information required by AFCARS.	Federal		
430 Maintain demographic information regarding individuals in the home.	Federal		
431 Record and date training received activities, and dates of training completed by the foster home.	Federal		
432 Display a history of training activities completed by individuals in the home.	Federal		
433 Record and date whether the foster family will accept emergency placements.	State		
434 Record and date whether the foster parents have been licensed to care for a child with special needs.	State		
435 Record and date all positive and negative recommendations for relicensure of foster families, including reasons.	State		
436 Maintain licensing information, including how many children facility is licensed for, sleeping arrangements, preferred age, race, or gender, phone number, directions to facility/family, past violations, and training requirements.	State		
437 Generate reports of resource needs, including number of licensed homes, number of occupied beds, number of empty beds, type of facility/family, number of homes by race, and number of homes by age.	State		
438 Ensure payments are automatically adjusted when a child is placed in care or removed from care.	State		
439 Generate alerts if the address or the payment address changes.	State		
440 Provide the capability to perform searches for appropriate foster care vacancies using flexible, user-defined criteria.	State		
441 Maintain ticklers to identify cases where required home background checks and home visits are not completed.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
442 Capture and maintain changes in family composition uncovered in home studies.	State		
443 Provide ticklers to notify staff and letters to notify families when families are due for relicensure.	State		
444 Record and date information on foster care families who leave the program or adoptive families who wish to withdraw, including the reason.	State		
445 Automatically send an update to the statewide resource directory whenever a change occurs in the availability, vacancy, or licensing status of existing foster families, group homes, or adoptive families and when a new family is licensed.	State		
446 Maintain a record of all contacts between support staff and foster/adoptive families.	State		
447 The system must track the criteria for adoption subsidy as per current policy, and allow updates arising from policy changes.	State		
448 The system must make a preliminary determination whether a child is adoption subsidy-eligible using basic criteria. This is sent to a supervisor for approval or disapproval. The system will record the supervisor name, decision, dates, and comments.	State		
449 The system must be able to report on foster home vacancies by counting number of days per year of vacancy for each slot in a home, for a specific home, type of home, or county.	State		
450 Provide a mechanism to determine appropriate Level of Care rate based on agency policy. Store determining criteria for each placement.	State		
451 The system must store the stepped scale of subsidy rates for foster care and adoption, which are updated periodically, and determine the correct rate for each subsidized foster care or adoption case. The system must support one-time costs such as the attorney adoption fee and court costs. For many adoptions,	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
continuing Medicaid coverage is included.			
<i>2. Record foster care and adoptive home abuse/neglect allegations and findings.</i>			
452 Record and date the activities associated with the report of alleged abuse/neglect involving foster care or adoptive families.	Federal		
453 Record and date the activities associated with the investigation of the foster care or adoptive family.	Federal		
454 Record and date the decision regarding the outcome of the investigation.	Federal		
455 Record the dates of the activities associated with the report, investigation, and decision.	Federal		
456 Link the foster care or adoptive family to the situation/incident report.	Federal		
457 Display a history of the activities associated with the report, investigation and decision.	Federal		
458 Record, date and maintain a historical record of allegations and related dispositions associated with the foster or adoptive home.	Federal		
<i>Record institutional abuse allegations/investigations</i>			
459 The system must support the mission of the Division's four Institutional Abuse Investigation Units (IAIUs) to investigate reports of child abuse or neglect at facilities and institutions such as foster homes, residential facilities, group homes, public and private schools, and child day care centers.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
460 IAIU has specific requirements for its intake screen, including capturing facility/institution information, and allowing a category “resolved at intake”. Names of facilities will be stored in a table for ease of lookup. Screeners will be able to add new entries or update related information. The system must accommodate having facilities rather than children as the focus of these reports, often involving multiple unrelated children.	State		
461 IAIU requires a facility search capability based on facility name, type, and location, with Soundex-like capability for “fuzzy” matches.	State		
462 IAIU screening may result in 1. A case being opened 2. Resolved at intake 3. Referral to the district office, to Bureau of Licensing, or to the Contract Unit 4. Other; no response, just logged. 5. Referral to foster care unit. Types 1 and 2 cause the involved child(ren) to be located or entered in the SACWIS database, and flagged as Institutional Abuse.	State		
463 The system must maintain documentation of IAIU investigations and findings.	State		
464 IAIU workers will be able to view program descriptions entered by Contracts regarding the admissions criteria and characteristics of children accepted by a contracted facility.	State		
465 IAIU workers will be able to view licensing information on facilities.	State		
466 The system will allow the IAIU screener to directly assign an investigation to a region.	State		
467 The system will support the following results of an investigation: unfounded, not substantiated, or substantiated.	State		
468 IAIU cases may produce findings against institutions or against persons.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
469 The system must accommodate the differences in case handling between IAIU and usual CPS cases. For example, IAIU cases never provide services and have no minimum visitation requirements.	State		
470 IAIU may have different automated assessment tools than CPS. IAIU assessments are completed only once per case.	State		
471 The system must support multiple concurrent investigations and cases in any given facility.	State		
472 Foster homes must be notified of a report against the home within 8 days.	State		
473 Foster homes are automatically suspended for new placements when an investigation begins. Appropriate automatic notifications must be sent to involved caseworkers, District Offices, Regional Foster Care Units and Bureau of Licensing when the suspension occurs.	State		
474 The system will allow the identification of foster homes where allegations of abuse, neglect, or breaches of policy have been reported and/or investigated.	State		
475 The system must prevent the placement of more children in a foster home than its licensing indicates, unless there is an appropriate override.	State		
476 The system must prevent new placements in a foster home which is suspended.	State		
477 The system must support the waiver process whereby a suspended foster home may be kept open with restrictions despite substantiated abuse findings.	State		
478 The system must support the appeals process, which can result in a finding being sustained or overturned.	State		
479 The system will support the expunction process.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
480 The system will generate the automatic notification letters required by IAIU to the appropriate parties at the appropriate stages of an investigation.	State		
481 The system will support reporting and tracking by facility.	State		
482 The system will provide a central listing of schools and institutions. The list of public schools, and their addresses and contact information is available on the NJ Dept of Education web site. The system will provide a mechanism to access or periodically download this information for use by IAIU workers.	State		
<i>3. Process foster care/adoptive home applications</i>			
483 Maintain a record of those families making foster/adoptive home applications.	Federal Optional State Required		
484 Record and date the demographics of the individuals comprising the home.	Federal Optional State Required		
485 Record and date the activities and dates of activities completed during the application process.	Federal Optional State Required		
486 Generate ticklers of activities upcoming, due, or overdue during the application process.	Federal Optional State Required		
487 Record and date the training received by the homes.	Federal Optional State Required		
488 Record the dates of the training received by the homes.	Federal Optional State Required		
489 Record and date the licensing/approval decision and date of the decision.	Federal Optional State Required		
490 Display a history of the application activities completed by the home.	Federal Optional State Required		
491 Generate information regarding training needs of the homes.	Federal Optional State Required		
<i>4. Generate alerts as needed if foster care license is revoked/suspended</i>			

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
492 Record and date the licensure/certification activities and dates for foster/adoptive placement resources.	Federal Optional State Required		
493 Display the licensing/certification status, including revocation, of the foster/adoptive home.	Federal Optional State Required		
494 Generate ticklers of activities upcoming, due, or overdue.	Federal Optional State Required		
495 Display a historical list of activities.	Federal Optional State Required		
C. RESOURCE DIRECTORY			
<i>1. Maintain resource directory.</i>			
496 Record and date resources by the resource type.	Federal Optional State Required		
497 Record and date resources by the level of service offered by the provider.	Federal Optional State Required		
498 Record and date resources by the service type.	Federal Optional State Required		
499 Record and date resources by the program type.	Federal Optional State Required		
500 Search for resources based on user-definable parameters.	Federal Optional State Required		
501 Determine availability based on user-defined criteria.	Federal Optional State Required		
502 Display resources based upon selected criteria.	Federal Optional State Required		
503 Record, date and display the resource's admission criteria, age and sex parameters, number of children approved to serve, license status, wait list, rates, special IV-E rate, a flag for a Medicaid eligible provider, location, address, directions to the site, and contact information. Adjust capacity and vacancy when a change occurs in capacity due to licensure or physical capacity.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
504 Adjust the vacancy count when a placement or removal occurs.	State		
505 Generate an automatic referral document.	State		
<i>2. Generate reports related to resource availability.</i>			
506 Display ticklers based on user-defined time frames.	Federal Optional State Required		
507 Generate directory listings.	Federal Optional State Required		
508 Generate predefined management reports regarding resource changes.	Federal Optional State Required		
509 Generate user-defined reports.	Federal Optional State Required		
D. CONTRACT SUPPORT			
<i>1. Process contracts and contract changes.</i>			
510 Record and date contract information as free form text in the resource provider record.	Federal Optional State Required		
511 Record and date changes to contract information.	Federal Optional State Required		
512 Record and date contract activities.	Federal Optional State Required		
513 Record the dates of the contract activities.	Federal Optional State Required		
514 Record and date the results of the contract activities.	Federal Optional State Required		
515 Display contract activities.	Federal Optional State Required		
516 Allow multiple contract components per contract.	State		
517 Contract activities include contract renewals and contract modifications.	State		
518 Maintain a list of service providers for purposes of issuing RFPs and maintaining provider history.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
519 Contracts, payments, and claiming data must be fully integrated.	State		
520 Replace and fully integrate into SACWIS the functionality found in the Contracts Administration System (CAS), the Provider Caretaker Information System (PCIS), and the Cost Allocation Plan (CAP), which uses the Random Moment Study to allocate caseworker time between Title XXI and Title IV-E funding.	State		
521 The system must support the Cost Allocation Plan, which implements New Jersey's Federally-approved method of distributing costs on a quarterly basis which cannot be directly charged to one fund or grant. Funds or grants include Title IV-A (TANF), Title IV-D (child support enforcement), Title IV-E (foster care and adoption), Title XIX, child care block grants. It charges administrative costs, salaries, fringe benefits, indirect costs. Inputs include the Random Moment Study, client counts, and head count per department.	State		
522 Contract information must include the population served and claiming category.	State		
523 Provide appropriate security by job function to control contracts and contract changes.	State		
<i>2. Record contract monitoring results.</i>			
524 Record and date contract compliance information in the resource provider record.	Federal Optional State Required		
525 Record and date contract compliance activities conducted (e.g., timely reporting to agency, provision of identified services, etc.).	Federal Optional State Required		
526 Record the dates of contract compliance activities.	Federal Optional State Required		
527 Record and date contract compliance violations identified.	Federal Optional State Required		
528 Record and date the result of compliance activities.	Federal Optional State Required		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
529 Display contract compliance activities.	Federal Optional State Required		
530 Enable providers to electronically submit contract proposals (Annex A, program description), contract renewals, contract budgets, and to report expenditures against approved contract budgets.	State		
531 Provide the ability to analyze program outcomes.	State		
532 Provide for contracts or components of contracts to be cost-related or non-cost-related. Provide for payment methods to include fixed rate paid per unit of service delivered, installment payments, and provisional rate which may be adjusted downward based on reported final expenditures. Allow for flexibility in developing and recording new payment methods.	State		
533 Provide the ability to determine whether a contract or component is under- or over-utilized during the contract term, or at the contract ceiling. Provide the ability to query which contracts/components are under/over by a user-provided percentage.	State		
534 Provide the ability to track fiscal obligations and funding sources, payments, and budgeted allocations, and identify the associated contract for each payment.	State		
535 Provide an automated close out/recovery process whereby DYFS can reconcile with the provider all expenditures, services, and payments charged to the contract. The provider will access the close out summary online to address discrepancies and negotiate a repayment schedule. Track the status of provider recoveries and remaining contract receivable balances.	State		
<i>3. Generate ticklers/action items as needed</i>			
536 Record and date the activities related to reviews or monitoring of resources.	Federal Optional State Required		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
537 Record the dates of activities related to reviews/monitoring.	Federal Optional State Required		
538 Record and date the results of reviews or monitoring activities.	Federal Optional State Required		
539 Generate ticklers of activities upcoming, due, or overdue.	Federal Optional State Required		
540 Display review/monitoring activities.	Federal Optional State Required		
541 Generate ticklers of upcoming contract closeouts.	State		
<i>4. Generate documents pertaining to contract support.</i>			
542 Generate notices on contract, compliance, and evaluation/monitoring activities.	Federal Optional State Required		
543 Generate reports on the results of the contract, compliance, and evaluation/monitoring activities.	Federal Optional State Required		
544 Display results of contract activities.	Federal Optional State Required		
545 Update resource provider status record.	Federal Optional State Required		
546 Produce a contract inventory report which can be viewed online or printed that identifies providers, contracts, funding source, and amounts charged by state fiscal year. Crossover of state fiscal year and provider fiscal year must be accommodated.	State		
CHAPTER 5: COURT PROCESSING			
<i>A. Court documents</i>			
547 Record and date the activities that require court action.	Federal Optional State Required		
548 Record the dates of identified actions.	Federal Optional State Required		
549 Maintain user-defined templates for obtaining approvals.	Federal Optional State Required		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
550 Generate ticklers for the activities upcoming, due, or overdue.	Federal Optional State Required		
551 Link the activities to the child's record.	Federal Optional State Required		
552 Record and date the approvals needed prior to submission of court documents.	Federal Optional State Required		
553 Record and date the outcome of the court decision.	Federal Optional State Required		
554 All documents in the case record must be flagged as discoverable or not. A mechanism is needed to ensure that policy and legal mandates are followed in the determination of what is discoverable. An automatic function is required to print all discoverable documents by individual or by case.	State		
555 Generate reports to support tracking of court actions and related activities.	State		
556 Generate reports to interested parties about the results of hearings and court-related events.	State		
557 This requirement has been deleted.	State		
558 Court-related documents to be prepared include family crisis petitions, long term foster care custody petitions, Child Placement Review notice of initial placement and of change of placement, emergency custody (Dodd removals or court orders), verified complaints and accompanying affidavits, detention, dispositional/review/custody orders, petitions for termination of parental rights, and affidavits of inquiry.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
559 The system must support the court processes required by and for the Child Placement Review Board, a citizen panel which reviews child placements and acts as an arm of the court. Processes include notice of initial placement and of change of placement, case summaries (currently as form 26-81) sent to the CPRB, meetings with the CPRB, and recommendations sent from the CPRB to the caseworker and to the court.	State		
560 The system must support the court processes required by and for the protective services litigation process. Processes include Orders of Supervision, Orders of Protective Custody, Orders of Emergency Removal, and the associated complaints, hearings and filings.	State		
561 The system must support the court processes required by and Termination of Parental Rights. Processes include Order to Show Cause, Affidavit of Service, pre-trial conferences, the TPR trial, appellate process, final adoption hearing, consent of adoption, and associated complaints, hearings, actions, evaluations, and filings.	State		
562 The system must track court reviews, including the frequency set by the court, court reports needed prior to the review, ticklers, participants, results, and actions required by each party.	State		
563 The system must support the processes required by and for Surrender of Custody, Consent for Adoption, associated counseling sessions, and Denial of Paternity.	State		
564 The system must provide the ability to print DYFS letterhead, logo, and form name and number when forms and reports are printed at a local printer.	State		
565 The system must prefill forms with information from the database wherever possible, requiring no duplicate data entry.	State		
<i>B. Court-related notifications</i>			

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
566 Record and date the activities that require notification of involved individuals and parties of upcoming court activities.	Federal Optional State Required		
567 Record the dates of the actions.	Federal Optional State Required		
568 Generate notices to the involved parties.	Federal Optional State Required		
569 Record and date the distribution of the notifications and dates in the child record.	Federal Optional State Required		
570 Generate ticklers for workers when actions are upcoming, due, or overdue.	State		
571 Generate ticklers regarding permanency planning based on the number of months a child has been in placement, as per ASFA requirements.	State		
<i>C. Court-related tracking</i>			
572 Record and date all court actions and decisions pertaining to the child.	Federal Optional State Required		
573 Record the dates of the court actions.	Federal Optional State Required		
574 Update the child's record based on the judicial determination.	Federal Optional State Required		
575 Display the decisions.	Federal Optional State Required		
576 Generate reports, notices, and documents as a result of the court actions.	Federal Optional State Required		
577 Record and date court-caused delays in meeting mandated services and time frames.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
578 Record and date events from the beginning of litigation to the final disposition, including hearings, trials, dispositional conferences/hearings, decisions, case changes, appeals, continuances, case actions, petitions, court orders, child support orders, temporary custody orders, detention proceedings, family court juvenile delinquency proceedings, and periodic reviews. If an expected event does not occur, record the reason.	State		
<i>D. Indian Child Welfare Act</i>			
579 The New Jersey SACWIS must support the Indian Child Welfare Act.	State		
CHAPTER 6: FINANCIAL MANAGEMENT			
<i>A. Accounts Payable</i>			
580 Record and date the services provided to the client in the client's record.	Federal		
581 Record and date the provider identifier in the client's record.	Federal		
582 Link the services provided to the provider's record.	Federal		
583 Record and date the cost of a unit of service in the provider's record.	Federal		
584 Record the dates the services were provided.	Federal		
585 Record and date cost and date of service provided by an identified service provider, including funding source.	Federal		
586 Process all payment/voucher information.	Federal		
587 Create a record of payment/voucher information	Federal		
588 Pass the payment/voucher record to the payment/financial system.	Federal		
589 Maintain a record of all payments by provider, payment date, and check number.	State		
590 Perform editing to ensure that all required and appropriate data is present prior to processing and/or authorizing payments.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
591 Provide a mechanism for online approvals by authorized staff.	State		
592 Provide an online mechanism for authorized corporate service providers to view DYFS' anticipated payment and then concur or identify discrepancies. Provide a mechanism for DYFS to receive this feedback and resolve discrepancies. This is similar to the current CP150 Service and Attendance Report for residential centers. This process will not give providers access to the payment system.	State		
593 Pass the payment record to the Department of Treasury NJCFS payment system for check issuance where appropriate. If the Department of Treasury NJCFS is not the appropriate mechanism, then the District Office issues the check, and the record of approval is recorded in SACWIS.	State		
594 Provide the ability to compile automatically a list of third party contracts which are paid on a monthly installment basis (i.e., intended monthly payments), based on the schedule of estimated claims for this type of contract. Provide the ability for an Approval Officer to authorize a number of payments at one time and submit them to the Department of Treasury NJCFS system to issue checks. (This is currently done by logging into the NJCFS system and entering one invoice at a time on the appropriate screen.)	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
595 The three major current payment systems are the automatic Client Payment Accounting System (CPAS), which issues payments monthly for recurring services for board and clothing, the Claim for Payment System (CFPS), which issues payments weekly based on invoices for general social services, and the District Office Bank Account (DOBA), which handles emergency payments and independent living payments. The new payment system will replace all three with one fully integrated payment system which will maintain a minimum of two years of payment data online at all times.	State		
596 Replace and integrate the functionality of the Central Office State Aid checking account, which allows central office to issue an emergency check.	State		
597 Provide the ability to record the payment and all related information in SACWIS when Central Office directly enters the Treasury system to request issuance of a Treasury check for following day.	State		
598 The system must support payments including monthly board payments for foster, adoption and residential placements; payments to service providers; the broad range of payment types currently handled through the District Office Bank Account (DOBA) system; and vendor payments made via cost reimbursement, voucher, or other means.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
599 Provide the ability to print checks at the district offices for purposes consistent with the District Office Bank Account policies and Department of the Treasury authorization. These payments, which are currently handled through the DOBA, are generally urgent and non-recurring. These checks must be fully integrated with the main payment system, yet be tracked within the district office's allocation. These checks may have a follow up adjustment entry if the full amount is not spent, and the excess was returned to the district office. Record and date whether a receipt(s) was returned to the district office for a purchase. Provide a mechanism to identify vendors, retailers, and caseworkers to whom these checks are made payable. If a check is made payable to a caseworker, the vendor or retailer must be entered on an adjustment.	State		
600 Support the posting of recoupments, refund of disbursements, stop payments, and voided checks.	State		
601 Maintain audit trails on all billings and payments.	State		
602 Provide an automated monthly bank reconciliation process.	State		
603 Allow for adjustments for prior year voided, stop payment, or stale checks without affecting current year allocations.	State		
604 Provide a mechanism to obligate funds and to track funds which are obligated. Prepare District Office expenditures report listing all expenditures for an office. Compare these figures to obligations and allocations.	State		
605 Provide the ability to print or view online a consolidated client payment history by district office, client, provider, location, program/service component, service type, payment method, or time period.	State		
606 Provide the ability to print or view online a consolidated client ledger, which incorporates the transactions from the client payment history and the client revenue history.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
607 Maintain a flexible set of rate tables for foster care and subsidized adoption providers. Maintain special allowance tables for expenses such as clothing and medical allowances.	State		
608 Provide the capability to cross-reference payments to invoices.	State		
609 Provide the ability to process payments to service providers who may serve DYFS and non-DYFS clients. It is likely that in the future these providers will be required to report identifying information on the children served each month. Provide the ability to match these against known DYFS clients to determine IV-E eligibility for claiming purposes.	State		
<i>B. Accounts Receivable</i>			
610 Record and date the amount to be received.	Federal		
611 Record and date the source of the funds.	Federal		
612 Record and date the actual amount received.	Federal		
613 Provide the capability to identify income, other assets, and commercial insurance for all families.	State		
614 Provide the capability to identify, track, and collect overpayments to a provider.	State		
615 Provide the capability to identify, maintain, and track court-ordered support payment information.	State		
616 Identify potential private-pay and commercial-pay eligibility based on resource information in the system.	State		
617 Provide the ability to print or view online a consolidated client revenue and expenditure history showing all sources of income received on behalf of clients, including Federal, private, child support, and commercial payments, with the ability to view or print by district office, client, time period, or type of income.	State		
618 This requirement has been deleted.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
619 Interface with the Department of Human Services Clients Account Banking System to record income available to DYFS as maintenance recovery.	State		
620 Include the functionality and the data from the Random Moment Study (RMS) system in order to support DYFS' cost allocation process. RMS generates a daily schedule of randomly chosen case carrying workers, and the time of day at which their activity is to be sampled. The workers to be sampled must be notified and provided a mechanism to reply. To reply, a worker selects from a list of possible activities, and identifies the client being served, if any. The system must collect, evaluate and categorize this data in order to determine the most desirable claiming category. It is the method of cost allocation that New Jersey has been given Federal authorization to use.	State		
621 Capture Division receipt of marriage license fees, child care licensing fees, CARI fees. Record and date the distribution of these funds.	State		
<i>C. Claims</i>			
622 Record, date and maintain all status changes for a child.	Federal		
623 Record, date and maintain the date of the status change.	Federal		
624 Generate a notice of change of status to providers.	Federal		
625 Generate a notice of change of status to other systems.	Federal		
626 Calculate and determine Title IV-E eligibility.	State		
627 Calculate and re-determine Title IV-E eligibility.	State		
628 Provide a single view-only screen of all Title IV-E eligibility determination outcomes and supporting data.	State		
629 Record, date and update the client's record with all known information relating to Title IV-E eligibility determination and redetermination.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
630 Produce ticklers regarding the initial Title IV-E determination and redetermination. Produce ticklers to identify upcoming activities and time frames.	State		
631 Display missing eligibility determination data.	State		
632 Record and date the decision of the eligibility determination and re-determination process and effective dates.	State		
633 Produce a document upon determination to serve as documentation of the determination/redetermination.	State		
634 Record and date Title IV-E reimbursability and effective dates.	State		
635 Display Title IV-E reimbursability with automated review of the placement resource record.	State		
636 Maintain rules-based edits to identify the condition changes that may affect eligibility.	State		
637 Record and date all activities and dates of activities that affect eligibility status.	State		
638 Display and produce reports on clients whose recorded eligibility status conflicts with current conditions.	State		
639 Provide the capability to monitor and track the receipt of recoveries for services billed to federal programs.	State		
640 Provide a mechanism to certify all out-of-home placements for paid, contracted or “free” placements to ensure valid claiming.	State		
641 Generate a partially completed IV-E eligibility form when an eligible child enters paid placement.	State		
642 Produce alerts, notices and reports needed to track information on IV-E eligibility determinations and re-determinations.	State		
643 Produce alerts when a change occurs in the status of an eligible child that may affect eligibility.	State		
644 Periodically review and report on those cases previously deemed ineligible to determine if the case has had subsequent changes which could now result in eligibility.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
645 Extract eligible expenditure data from payment files for IV-E eligible clients, add the administrative cost percentage based on the cost allocation for each program, and produce quarterly federal claiming reports. A quarterly estimate is submitted and funds are received. Subsequently the actual figure is sent, and the funding is adjusted.	State		
646 Determine the most favorable revenue source when a client is both IV-E and SSI eligible.	State		
647 Identify potentially eligible SSI/SSA clients.	State		
648 Produce SSI/SSA applications online.	State		
649 Monitor the status of pending SSI/SSA applications.	State		
650 Identify clients no longer eligible for SSI/SSA benefits.	State		
651 Identify potentially eligible Medicaid clients, including youths age 18-21 eligible for continuance of Medicaid under the NJ Family Health Care Act.	State		
652 Produce Medicaid applications online.	State		
653 Monitor the status of pending Medicaid applications.	State		
654 Identify services provided to clients that may be claimed against federal programs.	State		
655 Identify children receiving Medicaid and other waiver services such as Medicaid, NJ Kid Cares, ABC, ACCAP, psychological and sexual abuse examination services, and provide automated billing.	State		
656 Determine children's county of charge and calculate/estimate the dollar value of services provided and the county's share of the state expenditures.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
657 Interface with the Department of Treasury' NJCFS (New Jersey Comprehensive Financial System) to obtain financial information by cost center, appropriation, and function, to prepare administrative costs in federal claims.	State		
658 Capture cost allocation data related to DYFS staff time, management time, and costs of services for clients.	State		
659 Identify clients no longer eligible for Medicaid benefits.	State		
CHAPTER 7: ADMINISTRATION			
A. STAFF MANAGEMENT			
<i>1. Record and update employee information.</i>			
660 Maintain information in an employee database.	Federal		
661 Maintain employee demographic information.	Federal		
662 Maintain employee identifier in the data base.	Federal		
663 Maintain employee unit assignment in the database.	Federal		
664 Record and date results of background checks.	Federal		
665– Requirements deleted. 669			
670 The system must assist supervisors to request the set up, change, or revocation of SACWIS system access, passwords, privileges, and profiles. Provide a selection list for supervisors to send electronic notifications to the appropriate parties to request the set up, change, or termination of other system accesses, passwords, privileges and profiles. Examples include requests for access to other computer systems; notifications to other computer systems; fingerprinting; background checks; notifications to Facilities Management regarding card keys, parking permits, vehicles, cell phones, pagers, etc.; notifications to units responsible for computers, PDAs, remote access, and desk telephones.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
671 The system must enforce the reassignment of security privileges when an employee changes positions or is terminated.	State		
672- Requirements deleted. 673			
674 The system must support all necessary levels and classes of security to protect employee information.	State		
<i>2. Record and track case assignment.</i>			
675 Link the caseworker to assigned cases via employee identifier.	Federal		
676 Maintain a history of all cases assigned to the worker.	Federal		
677 Display current case load assignments by child and family.	Federal		
678 Maintain a history of all case transfers.	Federal		
679 Record and date on-call assignments.	Federal		
680 Provide the capability to merge cases or duplicate individuals and therefore reassign cases, allowing users to determine which information will be retained when two or more cases or individuals are merged into one.	State		
681 Provide the capability to monitor and control caseload assignment.	State		
682 Provide a tickler system to notify a worker when a case is assigned or transferred to that worker.	State		
683 Provide the capability to assign secondary workers to a case, reassign investigations by field units, and assign and track "on-call" employees.	State		
684 The system must allow a supervisor to assign tasks to a worker and to track completion of those tasks.	State		
<i>3. Assist in workload management.</i>			
685 Generate caseload summaries by worker listing child and/or family cases assigned.	Federal Optional State Required		
686 Generate caseload summaries by work unit.	Federal Optional State Required		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
687 Display all outstanding ticklers for a worker in a user definable manner.	Federal Optional State Required		
688 Provide the capability for a supervisor to assign tasks and task priorities.	State		
689 Facilitate the development of work plans with the ability to record time spent on tasks.	State		
690 Track time for federal reimbursement purposes.	State		
691 Generate listings of available and appropriate staff for case assignment.	State		
<i>4. Track employee training.</i>			
692 Record and date all training activities attended by each worker.	Federal Optional State Required		
693 Maintain a history of all training activities by worker.	Federal Optional State Required		
694 Record and date training activities by date of training.	Federal Optional State Required		
695 Generate summaries of training activities by worker, unit, and agency.	Federal Optional State Required		
696 Maintain training activities in the employee data base.	Federal Optional State Required		
697 The system must record the information required to schedule a course, such as the course name, level (pre-service, basic, intermediate, advanced), type (worker, supervisory, residential, management, clerical, out-service), date, hours, location, number of seats, minimum attendees required, wait list rules, equipment or materials required, any costs, target audience or target job titles, prerequisites, and the assigned instructor, with basic contractor information for contracted instructors.	State		
698 The system must have the ability to look up the maximum class size based on the room, for DYFS training rooms, or based on	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
the specific course.			
699 The system must support online self-registration for DYFS workers, with electronic supervisor approval, or registration of a worker by a supervisor, or registrations made by the regional training liaison.	State		
700 The system must link course registrations for DYFS staff to other employee information, such as name, office, title, and training history, based on a unique employee identifier.	State		
701 The system must support registration of and courses for non-DYFS staff such as foster and adoptive parents, and workers in residential centers and day care centers. These attendees will be identified by name, SSN, or UCI.	State		
702 The system must support courses where the attendees are known only when the class begins.	State		
703 The system must support automatic class registrations for series of courses known as academies. For example, one registration initiates a first year caseworker's attendance at multiple classes throughout the year, generally with the same group of attendees.	State		
704 The system must support wait-listing or provisional enrollment.	State		
705 The system must support allocations of class seats by office or by region.	State		
706 The system must support, for selected courses, the validation of the trainee's job title as appropriate to the chosen course, with the capability for the training office to permit exceptions or place on a provisional roster.	State		
707 The system must produce a report for the training office of new hires, employee transfers, or employee promotions so that the employee can be enrolled in the training required by the new position.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
708 The system must produce a report which functions as an online course catalog, including course date, description, location, time, CEUs if any, prerequisites, target audience, and seats remaining.	State		
709 The system must support student cancellations or course cancellations.	State		
710 The system must electronically issue course confirmations or cancellation notices.	State		
711 The system must electronically notify employees they have attempted to register for a class, which is filled or unavailable.	State		
712 The system must be able to produce a report listing employees by title, region, or office who have not received required training.	State		
713 The system must store the employee's training history, viewable with appropriate security.	State		
714 The system must provide a method to load and store the results of course tests.	State		
715 The system must provide a mechanism to load and store the results of course evaluations.	State		
716 The system must print rosters which facilitate attendance taking daily or twice daily, and easily allow the instructor to data-enter the attendance results, test results, and other assignments or projects, for each attendee after the course, including cases where one student is sent in place of another.	State		
717 The system must allow the instructor or training office to record for each attendee whether the course was successfully completed.	State		
718 The system must facilitate the printing of training certificates.	State		
719 The system must produce a report of attendees whose coursework, retesting, or attendance is incomplete.	State		
720 The system must support out-service (outside) training courses.	State		
721 The system must support the posting of conference information.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
722 The system must report training budgets vs. expenditures by training category, to date, within fiscal year.	State		
723 The system must provide to-date and annual reports of total training hours, number of courses, and types of courses, with the ability to sort or select by date, date range, region, course, trainee, attendee title, trainer, academy, and other criteria.	State		
724 The system must interface with the STADIS statewide training application to send information on completed employee training to STADIS.	State		
<i>5. Document employee performance.</i>			
725 Maintain a record of the employee evaluations.	Federal Optional State Required		
726 Maintain the results of the employee evaluations.	Federal Optional State Required		
727 Record and date the occurrence of employee evaluations.	Federal Optional State Required		
728 Generate ticklers of evaluations upcoming, due, or overdue.	Federal Optional State Required		
729 Produce summaries of evaluations by unit.	Federal Optional State Required		
730 Secure evaluation records from unauthorized access.	Federal Optional State Required		
731 Support the staff review and evaluation process.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
732 The system must track the Performance Assessment Report (PAR) process for each employee. The system must store basic PAR information for each employee such as their PAR due date, completion date, resulting rating, and rating period, with appropriate security. The system must be able to print a blank PAR form from a Word template, but the form will be processed as paper thereafter. The system must support ticklers and reports for upcoming, due, or overdue PARs. If it is determined that the interface to the statewide PMIS system or its replacement can better meet these needs, this functionality will be made available via the interface.	State		
B. REPORTING			
<i>1. Produce Federal and State reports.</i>			
733 Use the appropriate edits and range checks to ensure that valid data is recorded.	Federal		
734 Prompt for correction when data outside edit values is entered.	Federal		
735 Record and date all data mandated for Federal reports (e.g., AFCARS, NCANDS and title IV-E data).	Federal		
736 Generate user definable reports as applicable.	Federal		
737 Generate all reports in appropriate format (e.g., AFCARS, NCANDS, title IV-E 12).	Federal		
738 Generate reports in hard-copy or electronic format.	Federal		
739 Generate ticklers to notify administration of Federal/State reporting requirements.	Federal		
<i>2. Produce management reports</i>			
740 Maintain a reporting module.	Federal		
741 Generate a random case sample program to meet Federal requirements upon request.	Federal		
742 Maintain a standardized report function for producing caseload reports.	Federal		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
743 Maintain a standardized report function for producing client/family case status information.	Federal		
744 Generate caseload summaries by worker.	Federal		
745 Generate caseload summaries by unit.	Federal		
746 Display a list of worker activities not completed.	Federal		
747 Generate parameter driven reports based on selected client, family, resource, and worker information.	Federal		
<i>3. Produce statistical reports.</i>			
748 Maintain a module to produce statistical reports.	Federal		
749 Generate matrix reports cross-tabulating client demographics with selected activities.	Federal		
750 Generate matrix reports cross-tabulating two selected activities about clients, families, resources, or workers.	Federal		
751 Provide the ability to create data subsets for statistical analysis.	Federal		
752 Generate time line reports from selected criteria about clients, families, resources, and workers.	Federal		
753 Generate extract files of selected data sets for exporting into other statistical packages.	Federal		
754 Store report criteria for future report production.	Federal		
C. ADMINISTRATIVE SUPPORT			
<i>1. Provide hardware and software security.</i>			
755 Provide a security package that requires operator identification by password to allow access to the system.	Federal		
756 Allow access to functional levels based on operator identification or security level.	Federal		
757 Allow access for inquiry, data entry and system maintenance based on operator identification and security level.	Federal		
758 Record and date operator identification for all data entry and system maintenance functions.	Federal		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
759 Maintain a backup program as security against disaster, including daily backup, weekly backup, monthly backup, data files, and system files.	Federal		
760 Provide security and access protection to data and functions based on user id and employee position.	State		
761 Provide alerts to appropriate personnel of unauthorized access attempts, and log all access attempts.	State		
762 Prevent password display and stored passwords when signing on.	State		
762 Participate in the development and documentation of disaster recovery plans.	State		
<i>2. Archive and purge.</i>			
763 Store archived data in separate files.	Federal		
764 Recall archived data upon request.	Federal		
765 Purge data from the data base.	Federal		
766 Maintain non-identifiable demographic data from purged files for reporting purposes.	Federal		
767 Archive and purge based on State Requirements.	Federal		
<i>3. Office automation</i>			
768 Allow GUI interface with other office automation programs.	Federal Optional State Required		
769 Allow file transfer from SACWIS text files to word processing software.	Federal Optional State Required		
770 Allow file transfer of ticklers to word processing or calendar software.	Federal Optional State Required		
771 Provide ability to edit system generated letters and documents, with data elements pre-filled to prevent duplicate data entry.	State		
772 Allow access to letters and documents based on appropriate security, with no restrictions caused by physical storage location.	State		
<i>4. On-line system documentation</i>			

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
773 Maintain an on-line help function.	Federal Optional State Required		
774 Access help by function.	Federal Optional State Required		
775 Display usage information.	Federal Optional State Required		
776 Display glossary/terminology information.	Federal Optional State Required		
777 Provide online user documentation and policy manuals. At a minimum, the system must provide an on-line Table of Contents, search and query functions and hyperlink capabilities	State		
<i>5. On-line training</i>			
778 The vendor will provide computer-based overview training.	Federal Optional State Required		
779 The vendor will create a training database for use by students attending classes which contains a sufficient variety of data to exercise all parts of the system. The data must be based on actual cases, to provide realism, but modified to protect confidentiality. Cases must reflect a variety of stages. All training courses must be designed to use a fresh copy of this training database for examples and exercises. A mechanism is needed to allow each trainee to have his own copy of the same case to work with for exercises, perhaps by having multiple copies of certain cases in the training database. There must be a method to simulate data flow to and from other systems when needed to demonstrate a function during training; i.e., to simulate interfaces without disturbing production.	State		
CHAPTER 8: INTERFACES			
<i>A. Required interfaces</i>			
780 Include a child abuse and neglect data system for integrated child	Federal		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
welfare functions.			
781 Extract the non-identifiable demographic information to report abuse and neglect nationally.	Federal		
782 Generate a standardized data exchange set for transfer to other systems based on predetermined time frames/activities.	Federal		
783 Extract known eligibility information for the other programs.	Federal		
784 Extract any status changes affecting the other programs.	Federal		
785 Receive files from other systems.	Federal		
786 Display information on multiple individuals.	Federal		
787 Update SACWIS with information contained in other systems.	Federal		
788 Title IV-A (TANF) interface must allow for the automatic exchange of common data between the systems to prevent duplicate data entry and to validate information, to accept updated data, and identify potential duplicate payments under title IV-E and title IV-A programs when a child is in placement.	Federal		
789 Title IV-D (Child Support Enforcement) interface must provide for the exchange of data necessary to establish a child support case, accurately record child support collections on appropriate title IV-E Federal reports, identify potential child support resources, allow for the automatic exchange of common data between the systems to prevent duplicate data entry and to validate information, to accept updated data, to determine whether child support funds are being paid to the State on behalf of the child, and provide the title IV-D system with information about the current foster care maintenance payment.	Federal		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
790 Title XIX (Medicaid) interface must provide for the exchange of data necessary to calculate and track Medicaid eligibility for children in foster care, allow for the automatic exchange of common data between the systems to prevent duplicate data entry and to validate information, and to determine whether the child is eligible for and receiving assistance under title XIX.	Federal		
791 The system must support National Child Abuse and Neglect Data System (NCANDS) requirements.	Federal		
792 DYFS Title IV-A (TANF) Interface will be developed to allow automatic exchange of data, accept and process updates and to identify potential duplicate payments.	State		
793 Title IV-A (EA) Interface to DFD (Division of Family Development) which will identify potential duplicate claims under title IV-E and title IV-A (EA, emergency assistance) programs when a child is in placement. This is a new interface.	State		
794 Title IV-D interface for CSP (Child Support and Paternity) to send to DFD's ACSES (Automated Child Support Enforcement System) a list of children for whom DFD (the county welfare agencies) should initiate child support collection procedures. This file will also be used to notify DFD (the county welfare agencies and the Probation Office) to terminate the collection procedure when the child returns home. This is currently performed manually or through direct login to ACSES. The IV-D interface for CSP (Child Support and Paternity) also needs to receive payment collection information, to store within SACWIS as part of the Accounts Receivable information for each child. This is a new interface.	State		
795 Title IV-E - IV-D interface file to send to DFD's ACSES (Automated Child Support Enforcement System) all IV-E claimable board payments in order to update expenditure data for child support collection calculations. This is an existing interface.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
796 Title XIX (NJ Medicaid). Consists of: 1. Daily feed to the New Jersey Medicaid Management Information System (MMIS) to update Medicaid eligibility file of new, change or close transactions. 2. Weekly feed from MMIS to match active DYFS clients to Medicaid eligibility file and build/update DYFS clients' Medicaid status and SSN information. 3. Monthly feed to MMIS to provide mailing addresses for DYFS clients receiving Medicaid cards. 4. Weekly feed from MMIS to provide Medicaid information for individual clients or entire cases.	State		
797 Medicaid ABC waiver interface to request reimbursement for payment for special services for medically fragile children.	State		
798 Medicaid psychological services billing interface to request reimbursement for payment for special psychological services for children.	State		
799 Medicaid sexual abuse examination services billing interface to request reimbursement for payment for special services for children.	State		
800 AOC (Administrative Office of the Courts) to send data to NJ county courts on DYFS children who are involved in active family court cases. Currently, certain court staff log on to the DYFS SIS system. This interface must also allow DYFS staff to have limited access to the NJ Supreme Court information systems regarding DYFS clients and regarding individuals applying to DYFS to be foster or adoptive parents. This is a new interface.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
801 Day care referral interface to provide information to DFD's CARES (voucher day care) and CTRX (contracted day care) systems when DYFS children at home or in placement need to initiate, change, terminate, or extend day care services. DFD contracts with county Unified Child Care Agencies (UCCA) to administer voucher day care and contracted day care services for each county. The outgoing file formats sent to the two systems will be similar or identical. The incoming files will contain information on child attendance at day care and payments made. These are new interfaces; currently not automated.	State		
802 DHS's contract system, to be chosen. This is a new outgoing interface. No further details are available at this time.	State		
803 DHS comprehensive statewide resource directory, to load information on these service providers into the SACWIS resource directory. This is a new interface.	State		
804 Department of Treasury NJCFS (New Jersey Comprehensive Financial System). Send files to produce checks, receive files of checks sent.	State		
805 Department of Treasury NJCFS (New Jersey Comprehensive Financial System) to send a file from SACWIS to NJCFS of checks to be issued on third party contracts which are paid on a monthly installment basis, based on the schedule of estimated claims for this type of contract. Provide the ability for a DYFS payment clerk to review the list online, authorize the payments online, and submit them to NJCFS to issue checks. NJCFS will send the file to SACWIS listing the checks that were issued. (This is currently done by logging into NJCFS and entering one invoice at a time on the appropriate screen.)	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
806 Department of Labor LOOPS system for authorized DYFS Bureau of Revenue Development staff to obtain quarterly earnings information for families who are not receiving public assistance in order to establish the financial need for IV-E eligibility determination. The quarterly earnings will be converted into monthly income, and family size information will be applied to determine whether the family meets 185% of the 1996 NJ Standard of Needs. Currently, access is provided through a direct logon to LOOPS to do a case-by-case lookup, but a direct interface to gather wage data on all applicable cases would improve productivity and increase claiming. This is a new interface.	State		
807 Partnership for Children's system to exchange information on children which DYFS and the Partnership have in common to coordinate the payment of services.	State		
808 Requirement deleted.			
809 NJ Department of Education web site, to make available from within SACWIS a central listing of schools, institutions, addresses, and contact information which is used frequently by Institutional Abuse workers.	State		
810 Requirements deleted.			
811 Home Provider Tracking System (HPTS). This is a new interface which is used to obtain and track information on prospective foster and adoptive home providers.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
812 ALF-X Dept of Human Services master directory of all clients serviced by Department of Human Services agencies. ALF-X is controlled by the Division of Family Development. The main SACWIS search screen will have an option for the user to request that the search include ALF-X.	State		
CHAPTER 9: OTHER			
<i>1. System design requirements</i>			
813 System will be designed for use by users who are non-technical and have basic computer skills.	State		
814 System will be structured to facilitate ease of maintenance and support. Screens will be numbered to facilitate documentation, training and ACF assessment of system functionality.	State		
815 The system internals will be largely table-driven to facilitate system maintenance and aggregate reporting.	State		
816 The system must allow easy maintenance of rate tables and other types of tables such as income and family size tables, day care copays, TANF limits, foster home rate tables, residential rate tables, geographic lookup tables mapping municipalities to district offices, etc.	State		
817 The system must allow table driven checklists for processes involving many smaller activities.	State		
818 System will be easy to use.	State		
819 System will eliminate duplicate data entry.	State		
820 System will be fast and responsive, providing a maximum five second response time in 95% of cases for users to access or process a data entry or inquiry screen.	State		
821 The system will be written using technical skills, which are commonly available in the employment market.	State		
822 The system will meet the State's capacity planning projections.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
<p>823 The system must provide appropriate security controls to ensure the confidentiality of case file details and data records. The system must provide security at the operating system level, to require a valid user ID and password, allow a “time out” capability, and to control access to data sets and databases for that user. The system must provide security at the database level, to determine if the application is accessible to the user ID, and the type of access the user has to specific tables. The system must have case and client level security to control which users have access to which cases and client records. The system must have the ability to create and display an audit trail of transactions for one, selected, or all users against one, selected, or all tables, with date stamp, time stamp, and user ID stamp.</p>	State		
<p>824 System must be HIPAA compliant</p>	Federal		
<p>825 The system will provide a unique logon for each user, allowing a single sign-on, sign-on from any DYFS site, and remote system access. The system must provide the ability for passwords to expire on a staggered schedule, to ensure passwords are sufficiently complex, to limit the re-use of passwords, to allow passwords to be changed or reset by authorized users, and to automatically suspend logon Ids after a selected number of consecutive failed attempts to logon. In addition, the system must be able to ensure that a single user cannot simultaneously access the system from multiple PCs unless such access has been specifically granted b the system security officer.</p>	State		
<p>826 The system must provide the ability to archive data based upon the case closing date, case findings, age of members, and combinations of these.</p>	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
827 The system must provide on-line access to DYFS policy and procedure information, with a table of contents, topic list, and context or keyword search	State		
828 The system must provide on-line help at the screen level and at the data field level.	State		
829 The system must be event and process driven. The system must guide the user to the next logical function based on the event or process just completed.	State		
830 The client or case name and the relevant unique identifier will appear on every screen pertaining to the client or case. The resource name or service provider name and the relevant unique identifier will appear on every screen pertaining to the resource or service provider.	State		
831 The function or name of the screen currently displayed must be evident at all times, with the navigation path that was used to arrive at that screen, so that users can always determine "where they are" in the system, and describe this accurately to telephone support staff.	State		
832 Full word processing capability and spell check capability must be available for all narratives.	State		
833 The system must support the requirements of AFCARS, NCANDS, and ASFA.	State		
834 The system will have a web user interface which does not require horizontal or vertical scrolling. The options, icons, buttons, or tabs each user sees will be dependent on their job function, with a variety of profiles corresponding to job functions and security.	State		
835 The system will not utilize right-clicking on the mouse except as a shortcut to a function which can be accessed without right-clicking.	State		

REQUIREMENT	SOURCE	PAGE REF IN PROPOSAL	COMMENTS
836 The system must function with New Jersey's standard for e-mail, (Netscape) and browser (Internet Explorer 6.0 or higher), and calendaring.	State		
837 The system must provide a calendar system, to post meetings, court dates, conferences, and other pertinent dates and times. The system must interface with the calendar system to avoid scheduling conflicts.	State		
838 Requirement deleted.			
839 The system must provide a facility for document management.	State		
840 The system must provide a direct link to Microsoft Word to develop templates for use by various SACWIS functions. These templates should be accessible and changeable, with appropriate security, from within the SACWIS application.	State		
841 The path to the Microsoft Word executable must be easy to update in the SACWIS code, to accommodate new releases of Word.	State		

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